

## SDO/SDNCO ADMINISTRATIVE CHECKLIST (WEEKDAY)

**SDO/SDNCO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### INITIAL AND CHECK BOX WHEN ACTION IS COMPLETE

ACTION	INIT
<b>0900hrs</b> <ul style="list-style-type: none"><li>- SDO/SDNCO assumes duties and signs for keys</li><li>- Post and brief Staff Duty runner</li><li>- Call the DOC and find out who is the FOD</li></ul>	
<b>1900hrs</b> <ul style="list-style-type: none"><li>- Check security of all BDE motor pools</li><li>- Make face to face with BN SDNCOs (589<sup>th</sup> – BLDG 12020, 2-20 FA – BLDG 12011)</li></ul>	
<b>2000 – 2400hrs – Conduct before midnight checks</b> <ul style="list-style-type: none"><li>- Check BN areas, motor pools and common areas</li><li>- Conduct “Crime Prevention Inspection”</li><li>- Check security of BDE HQs, HHB and A 26 FA (BLDG 12004, first floor). Check and secure all inner doors. Annotate SF 702s as required.</li></ul>	
<b>2100hrs</b> <ul style="list-style-type: none"><li>- Check HHB, 324<sup>th</sup> NSC, A/26 FA, and the Fires Brigade Rear Detachment consolidated arms rooms (BLDG 12004, basement). Annotate SF 702s.</li></ul>	
<b>0300hrs</b> <ul style="list-style-type: none"><li>- Check HHB, 324<sup>th</sup> NSC, A/26 FA, and the Fires Brigade Rear Detachment consolidated arms rooms. Annotate SF 702s.</li></ul>	
<b>0001 – 0530hrs – Conduct after midnight checks</b> <ul style="list-style-type: none"><li>- Check BN areas, motor pools, and common areas</li><li>- Check security of HHB, 324<sup>th</sup> NSC, and A/26 FA areas</li></ul>	
<b>0745hrs</b> <ul style="list-style-type: none"><li>- Contact BN SDNCOs, all duty runners report to BDE Staff Duty for Police Call of BDE footprint.</li></ul>	
<b>0850hrs</b> <ul style="list-style-type: none"><li>- Brief on-coming SDO/SDNCO and turn in duty log to OPS SGM.</li></ul>	

SDO/SDNCO NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_